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COMPTROLLER'S OFFICE, BANGALORE.

SUBJECT.—**Entry of date of birth in Service Registers.**

Circular No. 210—*TAD.B., dated 1st October* 1931.

To

All Heads of Offices

In extracts of Service Registers relating to dates of birth sent by heads of offices to the State Life Insurance Office, full details *re* date of birth and the document on which it is based are, it is understood, not furnished invariably. This is evidently due to the omission to record these particulars in the Service Registers themselves when these are written up.

Attention is therefore invited to para 27 of the Annexure to M. C. A. C. Volume I, laying down, among other things, that the entry in the Service Register regarding date of birth should be full and that it should indicate on what evidence the date of birth is accepted by the appointing officer or the head of the office. For this purpose, a new column " Document on which the entry of date is based " has been provided in the Service Registers newly printed. The following will be printed as a foot note in the Service Register when it is next printed :—

The following shall be considered as satisfactory proof of age :—

1. An authenticated extract from the birth register or the Baptismal Register ;
2. Original copy of the horoscope, or correspondence at the time of birth supported by a declaration before the head of the office; or
3. An affidavit of parent of the applicant or a close relative who has knowledge of the approximate date of birth of the applicant signed before an officer, who is competent to administer oath. In every case, the official should make a declaration by himself that he is producing the best evidence he can get and that he binds himself to the age so given."

Heads of offices are requested to see that the columns 'Date of birth (by Hindu era or Christian era) and Document on which the entry of date in the Service Register is based' are correctly filled in and that the document accepted as evidence for the date of birth is one of those referred to in Clause C, Para 27 of the Annexure to M.C.A.C., Volume I.

They will also see that information regarding date of birth is furnished to the Insurance Office in a complete and correct manner.

S. SHAMANNA,
Comptroller.

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